

2004 Virginia Aviation Conference

You are cordially invited to exhibit your products or services at the 31st Annual Virginia Aviation Conference scheduled for August 25-27, 2004, at the Hotel Roanoke & Conference Center, in Roanoke, Virginia.

This meeting of airport managers, sponsors, consultants, government officials and others with an interest in aviation in Virginia features a Virginia Aviation Board Meeting, special speakers, exhibitors, and the Virginia Aviation Awards banquet which honors those who have made significant contributions to aviation in Virginia.

The Virginia Aviation Conference is sponsored by the Virginia Department of Aviation, Virginia Aviation Board, Virginia Airport Operators Council, and Virginia Aviation Business Association.

We hope that you will choose to exhibit with us in Roanoke!

Tentative Agenda:

Wed., Aug. 25, 2004

7:15 a.m.	Continental Breakfast
8:00 a.m.	Registration Desk Opens
8:30 a.m.	Opening Remarks
9:00 a.m.	General Assembly Speaker
10:00 a.m.	Morning Break with Exhibitors
10:30 a.m.	General Assembly Speaker
12:00 Noon	Lunch with Speaker
1:30 p.m.	Virginia Aviation Board Meeting
1:30 p.m.	Land Use (Breakout)
2:30 p.m.	Afternoon Break with Exhibitors
3:00 p.m.	GIS (Breakout)
6:00 p.m.	Host Airport Reception (see below)

Thurs., Aug. 26, 2004

7:45 a.m.	Continental Breakfast
8:00 a.m.	Registration Desk Opens
9:00 a.m.	Virginia Aviation Board Meeting
9:00 a.m.	Potomac Tracon (Breakout)
10:00 a.m.	Morning Break with Exhibitors
10:30 a.m.	Controlling Airport Wildlife (breakout)
11:30 a.m.	Lunch
1:00 p.m.	Golf Tournament
	Visit Market Square (on your own)
6:30 p.m.	Consultants Reception
7:30 p.m.	Virginia Aviation Awards Banquet

Fri., Aug. 27, 2004

7:30 a.m.	Continental Breakfast
9:00 a.m.	Virginia Aviation Board Meeting
12:00 Noon	Conference adjourns

Visit the Virginia Department of Aviation's web site (www.doav.virginia.gov) for the most up-to-date Conference schedule information.

Exhibitor Information

Exhibit Hours

On Wednesday, the Exhibit Area will open at 7:15 a.m. and close at 5:00 p.m. On Thursday, the Exhibit Area will open at 7:45 a.m. and close at noon.

Refreshment Breaks

Continental breakfasts and refreshment breaks will be held in the exhibit area to encourage traffic.

Installation and Dismantling

Cartons and packages should be shipped to arrive at the hotel not earlier than one week prior to the Conference. In addition to mailing information, on your shipping label please place: 1. Virginia Aviation Conference, 2. Your name, 3. Date of Function (Aug. 25-27, 2004), Name of hotel contact (Courtney Rakes), and 5. Hold for Arrival. Exhibit setup will take place Tuesday from 1:00 p.m. - 5:00 p.m. Dismantling will take place on Friday morning. (Contact conference coordinator for exceptions).

The hotel address is:

The Hotel Roanoke & Conference Center
110 Shenandoah Avenue
Roanoke, VA 24016

Exhibit Space Layout

Each exhibit space will include one 6 or 8 ft. draped table, a chair, and a trash can. The floor is carpeted. Free-standing exhibit panels may be placed behind the table providing that they are not significantly wider than the table. Electricity and phone lines will be arranged individually. A form is included to allow exhibitors to order these services.

Exhibit Space Assignment

Exhibit spaces will be assigned based on table, electrical, and phone line requests.

Exceptional Requests

If your display has any special requirements: for example, high power usage, older computer equipment which may not be compatible with the phone system, or large product demonstrations, please notify us.

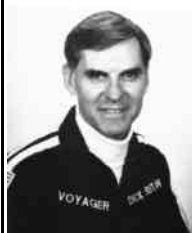
Signs and Banners

No signs, banners, or other items, which could potentially damage a wall, may be affixed without obtaining prior permission.

Security

It is recommended that you not leave valuables (laptop computers, etc.) unattended in the exhibit hall during the day. While the exhibit hall will be locked in the evenings, it is still recommended that valuables not be left in the hall overnight. The Virginia Department of Aviation or Hotel Roanoke & Conference Center will not be responsible for lost or stolen items.

Guest Speaker



Dick Rutan made history in December of 1986 after completing a nine day, three minute and forty-four second round-the-world, non-stop and non-refueled flight, setting an absolute world's record that still holds today.

For more information about the 2004 Virginia Aviation Conference contact Betty Wilson, Conference Coordinator, at (804) 225-3783, ext 107.



What Do I Wear? Business Casual is appropriate for meetings.

The Host Airport Reception is casual. The Aviation Awards Banquet Thursday evening is Business Dress.

Exhibitor Registration Form

31st Annual Virginia Aviation Conference

Please register me for the Virginia Aviation Conference to be held at the Hotel Roanoke & Conference Center in Roanoke.

1. Registration

☐ Exhibitor Fee (deadline August 2, 2004)

Cost
\$315.00

How Many

Amount
\$ _____

One full conference registration is included. Additional persons staffing exhibit tables require regular registrations.

☐ Regular Conference Registration

\$150.00

\$ _____

2. Extra Meals (for guests)

☐ Wednesday Lunch

\$22.00

\$ _____

☐ Thursday Lunch

\$18.00

\$ _____

☐ Thursday Banquet

\$38.00

\$ _____

3. Event Selection

☐ Host Airport Reception (Wednesday) _____

☐ Consultants Reception (Thursday) _____

4. Checklist for Table, Electricity, Phone Lines, etc.

☐ Electricity Request Completed and Submitted _____

☐ Phone Line Request Submitted _____

☐ 6ft. Table _____ ☐ 8ft. Table _____ ☐ None _____

5. Contact Info (Please Print Clearly)

Name: _____ E-Mail: _____

Preferred Name for Badge: _____ Phone Number: _____

Title: _____ FAX Number: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person/Telephone Number: _____

Is this your first Virginia Aviation Conference? Yes _____ No _____ If not, how many Conferences have you attended? _____

What products/services will you be displaying at your booth? _____

Describe your exhibit _____

6. Payment Info

☐ Check made out to **Virginia Aviation Conference Fund** enclosed for \$ _____ (Credit cards cannot be accepted for payment.)

7. Send in Your Registration

☐ Mail this form and your check to: Virginia Aviation Conference, 5702 Gulfstream Road, Richmond, Virginia 23250-2422.

DOAV Use:

Paid: _____ check _____ cash Date: _____ Amt: _____ Receipt Number: _____ Initials: _____

2004 Virginia Aviation Conference

Hotel Roanoke & Conference Center

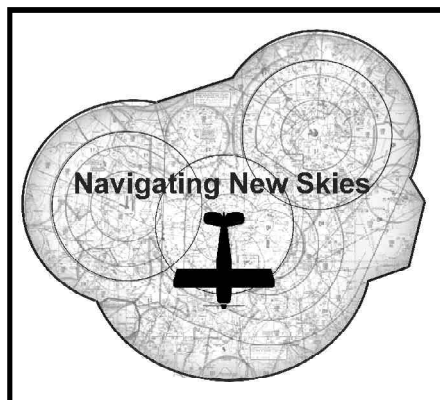
August 25-27, 2004

Register Today!



Sponsored by:

Virginia Department of Aviation
Virginia Aviation Board
Virginia Airport Operators Council
Virginia Aviation Business Association



**Registration
Deadline:
August 2, 2004**

Exhibitor Registration

Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

Presorted Standard U.S. POSTAGE PAID Richmond, Va Permit No. 949
--

**Registration
Deadline:
August 2, 2004**

